

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

A058A

6. OPM Certification No.

9. Subject to IA Action

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

23. Position Review

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

26. Signature of Employee

27. Signature of Supervisor

28. Signature of Classifier

29. Signature of Reviewer

30. Signature of Approver

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POSITION BUILD SHEET (Instructions on Second Page of Form)
PD:A058A Pay Plan: GS Series: 0301 Grade: 12

POSITION WINDOW				US GOVT GROUP 1			
JNA	PD/SEQUENCE NUMBER	A058A	JAL	PERSONNEL OFFICE ID		2413	
JPC	TITLE	TRNG OFFER	JEL	ORG STRUCTURE ID (ORG CODE)		MARSOC	
JRC	AGENCY CODE (MAJOR CLAIMANT)	NV27	JGX	OCG CAT CODE (PATCOB)		A	
	POSITION TYPE	APPR	JQW	FLSA CATEGORY		E	
JEE	ORGANIZATION (UIC)	NV2767001	JNT	BARGAINING UNIT		NV0010	
JQP	JOB (SERIES)		JQT	COMP LEVEL		00AA	
JPE@	LOCATION (GEOLOC CODE)	370735133	JAS	COMP AREA		45	
	SERVICING ID (CCPO ID)	MC	JZX@	WORK SCHEDULE		FT	
JRB	SERVICING AGENCY	NV	@	PART TIME HRS BIWEEKLY	(ONLY IF P/T)	NA	
	REGION	NVEA	JPD (MTP)	FUNCTIONAL CLASS		00	
JEE	UNIT ID CODE (UIC)	67001	JPG	POSITION SENSITIVITY		3	
JCF	MOBILIZATION INDICATOR	C	JPP	SECURITY ACCESS		2	
				SUPERVISORY STATUS		8	
ACQUISITION WINDOW				JZA (MTP)	TYPE EMPLOYEE SUPERVISED		99
JYL	CAREER LEVEL	NA	JAP	PAYROLL OFFICE ID	OT <input type="checkbox"/> OR <input checked="" type="checkbox"/>		
JYN	CRITICAL POSITION	NA		POSITION ORG NAME (POA)		MO G4001MARSOC	
JYR	CAREER CATEGORY	NA	US GOVT GROUP 2				
			JPR	POSITION OCCUPIED		1	
DEMO WINDOW				JOB (MTP)	ORG FUNCTION CODE		YNY
	DEMO LOCATION CODE	NA	JBN	DATE POSITION CLASSIFIED		25 APR 2008	
	DEMO PAY PLAN	NA	XOY	CLASSIFICATION OFFICIAL		I	
	DEMO BROADBAND	NA	JGP (MTP)	DRUG TEST		E	
			Y21	FINANCIAL STATEMENT REQUIRED	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> SF278 <input type="checkbox"/>		
MULTIPLE AGENCY WINDOW				JPU @	TRAINING PROGRAM ID	YY	
JNE	POSITION MGMT REVIEW	W	JGE	KEY EMERGENCY ESSENTIAL		N	
JAQ (MTP)	PAYROLL COST CODE (for FISC AND FOSSAC only)	N/A	JPW@	LEO POSITION INDICATOR		0	
JAR@	PAYROLL ORG CODE	WFRCT	VALID GRADE WINDOW				
JCA	MOBILITY REASON	9	JAO	VALID GRADE (PP-GR)		GS-12	
JNB	RESPONSIBILITY (SUPV LEVEL)	8	JQH	TARGET GRADE (PP-GR)		GS-12	
	GUN-AMMO ACCESS	NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>	JQN (MTP)	PAY TABLE		00000	
NAVY WINDOW				JQL	PAY BASIS	PA <input checked="" type="checkbox"/> OR <input type="checkbox"/> PH <input type="checkbox"/>	
X06	SENSITIVITY CRITERION	A	JET	EMPLOYMENT CATEGORY GROUP		<input checked="" type="checkbox"/> 1= SALARY OR <input type="checkbox"/> 2= WAGE	

TRAINING OFFICER, OPERATIONS (S-3)
GS-0301-12

I. INTRODUCTION

A. The Training Officer is located in the Operations Section (S-3) of the 2^d Marine Special Operations Battalion (2MSOB), U.S. Marine Corps Forces, Special Operations Command (MARSOC) at Camp Lejeune, North Carolina. 2d MSOB is a subordinate command to MARSOC, one of four components of U.S. Special Operations Command (USSOCOM). The Commanding Officer of 2d MSOB is a Lieutenant Colonel who reports directly to the Commander, MARSOC. In this capacity, the Commanding Officer, 2d MSOB exercises command over a force of nearly 500 active duty personnel from both the U.S. Marine Corps and the U.S. Navy. 2d MSOB is one of two Special Operations Battalions in MARSOC responsible for conducting Direct Action (DA), Special Reconnaissance (SR), Foreign Internal Defense (FID) and Unconventional Warfare (UW) in support of USSOCOM tasked missions.

B. The Training Officer serves as the battalion lead for all matters pertaining to individual and collective training standards and managing facilities and resources for 2d MSOB to meet those standards. As the command continues to mature it is critically important that MSOB Marines are trained to standard in individual and collective tasks. The Training Officer will provide a single point of contact and ensure continuity within the command thereby ensuring that training standards are established, Marines are trained to those standards, and the battalion's resources are properly managed to facilitate the best training available.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. (60%) Primarily responsible for planning, coordinating, managing, and executing designated training. Performs duties related to the execution of individual and collective training standards for all 2d MSOB Marines. If external or contract training is deemed necessary, the Training Officer will document the requirement in order to properly guide the contracting process. Additionally, the Training Officer coordinates with Marine Special Operations Schools and the MARSOC G-37 on the development and refinement of all training standards. He will serve as the primary point of contact within 2d MSOB in the continued development and refinement of training standards.

B. (30%) Responsible for management of the battalion's ammunition allocation and synchronization with unit training plan. Additionally, the Training Officer will coordinate with range control agencies at CLNC and other locations in the conduct of MSOC and MSOB training and will have the ability to design, develop, implement, and control ranges to accommodate all weapon systems organic to 2d MSOB in accordance with the current version of MCO 3570.1.

C. (10%) Assist in the research, development, and acquisition of new weapons systems and schedule training to introduce new systems into 2d

MSOB. Close coordination will be required with the Force Modernization section within the Battalion.

II. CLASSIFICATION FACTORS

Factor 1 - Knowledge Required by the Position

1. Operational experience with a special operations unit (U.S. Marine Corps Force Reconnaissance, U.S. Naval Special Warfare, U.S. Army Special Forces, U.S. Air Force Special Operations Forces) conducting special operations core tasks such as foreign internal defense, special reconnaissance, direct action, unconventional warfare.

2. Familiarity with the Marine Corps Training and Readiness (T&R) program to include the use of Collective and individual training standards and familiarity with Unit Training Management (UTM). The incumbent should also be familiar with the use and employment of all weapons systems and optics organic to 2d MSOB and USSOCOM.

3. Knowledge of special operations related training, tactics, techniques, and procedures; both formal schooling and informal training environments. Graduate of one or more of the following courses is preferred: U.S. Marine Corps Infantry Officer Course, U.S. Marine Corps Reconnaissance School, U.S. Marine Corps Combatant Diver School, U.S. Army Airborne School, U.S. Army Military Free Fall School, U.S. Army Static Line Jump Master School, U.S. Army Military Free Fall Jump Master School, MSOS or Previous SOTG run courses to include Direct Action Course, Advance Reconnaissance Course.

FACTOR 2: SUPERVISORY CONTROLS

This position will exist under the general supervision of the 2d MSOB S-3 Operations Officer, a Marine Corps major. The incumbent is independently responsible for planning, coordinating, assigning work to subordinate units, reviewing input, and accomplishing assignments within areas of specialization. All actions are required to be discussed with supervisor prior to finalization. Work is reviewed based on overall mission accomplishment.

FACTOR 3: GUIDELINES

The incumbent follows general guidance regarding topic(s) provided by existing USMC, USSOCOM, and MARSOC training standards and execution procedures and publications in addition to directives from the S-3 Operations Officer or higher authority. The incumbent must obtain oral/written permission to deviate from established policy guidance based upon procedural interpretation of 2d MSOB and/or MARSOC objectives.

FACTOR 4: COMPLEXITY

The incumbent is responsible for planning, coordinating, managing and executing designated programs. Performs duties related to individual and collective training standards, scheduling, and management of all training resources.

Program development duties encompass multiple program budget areas and include USSOCOM and MARSOC Program resources. Prepares and defends program resource input related to specific training requirements for inclusion into the MARSOC Program Budget Submissions. Incumbent is a participant in the strategic planning process. Provides support to the training program to include development and staffing of external support to include contract training required to meet individual and collective training standards.

FACTOR 5: SCOPE AND EFFECT

The Training Officer provides the Commanding Officer with resident expertise regarding development, refinement, and achievement of individual and collective training standards. The Training Officer also advises the Operations Officer on the most effective methods of achieving training standards and requests contract/external support for training when appropriate.

FACTOR 6: PERSONAL CONTACTS

In conducting coordination, incumbent will deal with various outside agencies and corporations and will make recommendations to the 2d MSOB S-3 and Commanding Officer as to which agencies/corporations can provide the appropriate level of support. The incumbent will routinely coordinate with staff members of 2d MSOB and MARSOC and commanders and staff officers of the MSCs of MARSOC. The incumbent also has personal contacts often of a routine nature with a variety of individuals throughout the DoD and special operations training. Incumbent will also routinely participate in service and DoD agency working groups as recognized technical expert on special operations tasking and training standards.

FACTOR 7: PURPOSE OF CONTACTS

The purpose of the contacts is to exchange information and to influence, and carry out the training requirements of 2d MSOB. Incumbent's personal contacts with senior, peer, and subordinate headquarters staff personnel are vital to the smooth functioning and coordination of 2d MSOB acquisition requirements. The incumbent must be capable of interacting effectively with seniors, peers, and subordinates, some of whom will have divergent viewpoints, goals, or objectives. In independently planning the details of a training evolution, incumbent must consider such matters as the applicability of the training to the 2d MSOB core tasks and mission, applicability of training instruction/participation to established standards, the time and resources available as well as other limitations.

FACTOR 8: PHYSICAL DEMANDS

Physical demands involve those normally associated with an office environment, but may require outdoor observation and limited participation in exercises and/or demonstrations, to include live fire evolutions. Incumbent may be required to travel locally, nationally, and internationally.

FACTOR 9: WORK ENVIRONMENT

Work is performed primarily in office or conference room settings. Periodic travel to conference meeting settings will be required. Some field/outside work will be necessary to plan and supervise training evolutions. Travel to training conducted in austere locations may be required.

FACTOR 10: SPECIAL REQUIREMENTS

1. The incumbent must have the ability to obtain and maintain Final Top Secret/Special Compartmented Information (TS/SCI) security clearance. The T/S clearance also requires the incumbent to pass a drug screening urinalysis.
2. The incumbent must present a neat personal and professional appearance. Dress and personal appearance shall be conservative and commensurate with the high standards traditionally associated with representatives of the Marine Corps.
3. The incumbent must be familiar with Marine Corps automated data processing equipment (computers) and capable of operating Microsoft Office programs, Microsoft Outlook, and other job-related software.
4. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel is required. Incumbent may be required to deploy in a temporary additional duty capacity to an overseas area incident to a crisis or wartime.
5. The incumbent must be able to obtain and maintain a Government no-fee passport for international travel.

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

Human Resources Service
Center-East
Portsmouth, Virginia 23709

TITLE, SERIES, AND GRADE TRAINING OFFICER GS-0301-12		ORGANIZATION UIC: 67001 ORG: MARSOC		POSITION NO. A058A
EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED	COMMENTS	
1. Knowledge Required By the Position	1250	1-7		
2. Supervisory Controls	450	2-4		
3. Guidelines	450	3-4		
4. Complexity	325	4-5		
5. Scope and Effect	225	5-4		
6. Personal Contacts	60	6-3		
7. Purpose of Contacts	50	7-2		
8. Physical Demands	5	8-1		
9. Work Environment	5	9-1		
TOTAL POINTS	2820	OPM PCS for Miscellaneous Administration and Program Series, GS-0301, TS-34, 1/79 Introduction to the Position Classification Standards, TS-134, 7/95, TS-107, 8/91		
POINT RANGE	2755 - 3150			
GRADE CONVERSION	GS-12			